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Meridian Digital Telephones

M3902
M3903
M3904

Quick Reference Guide

Enterprise Voice Solutions Customer Documentation

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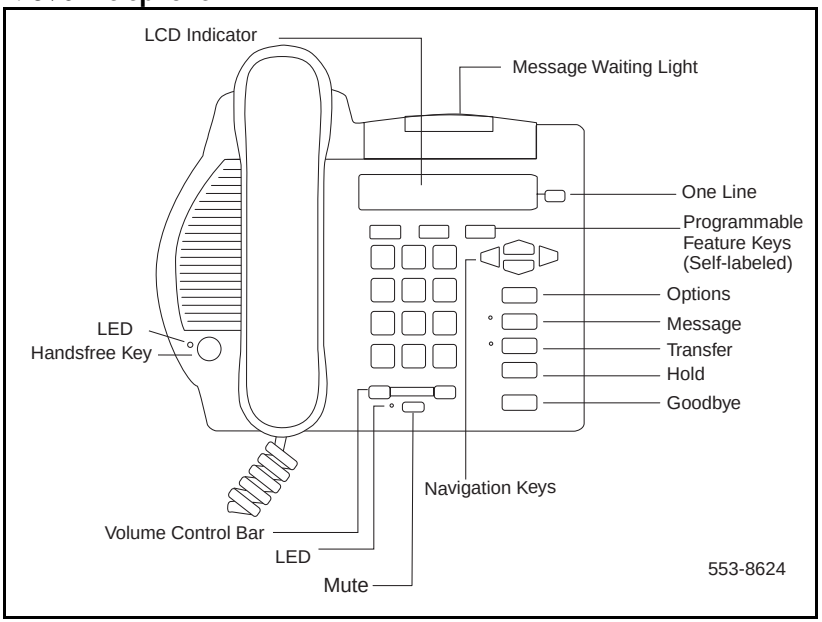
M3902, M3903, and M3904 Meridian Digital Telephones

There are five models in the M3900 Series Meridian Digital Telephone portfolio. This document describes the **M3902**, **M3903**, and **M3904** features and how to use them. For user information on the M3901, refer to the *M3900 Series Meridian Digital Telephone User Guide*. For information on the M3905, refer to the *M3905 Call Center Meridian Digital Telephone User Guide*.

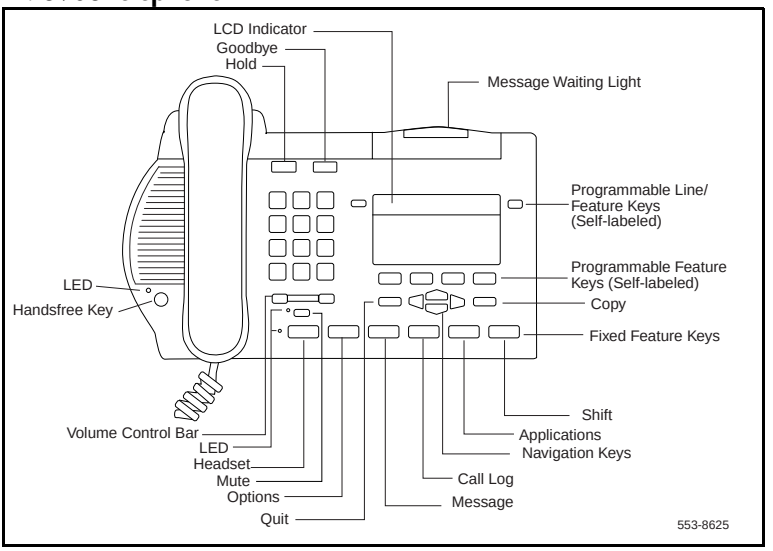
The **M3902** has one Line (DN) Key and three Programmable Feature Keys (self-labeled).

M3902 telephone



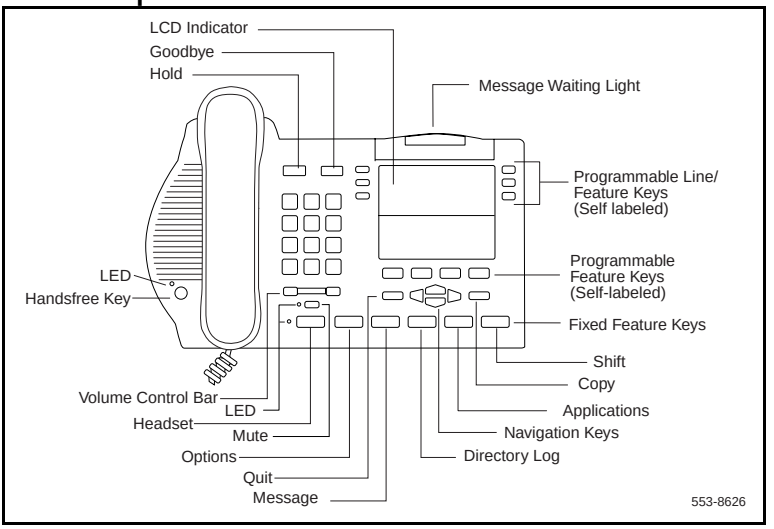
The **M3903** has two Programmable Line (DN)/Feature Keys (self-labeled) with two features or lines configured on each key. The **M3903** also has four Soft Keys (self-labeled) with up to three features programmed on each key.

M3903 telephone



The **M3904** has six Programmable Line(DN)/Feature Keys (self-labeled), with two features or lines configured on each key. The **M3904** also has four Soft Keys (self-labeled) with up to three features programmed on each key.

M3904 telephone



Your Telephone Call Features

Your M3900 Series Meridian Digital Telephone provides easy access to a wide range of business features. Your system administrator assigns features to your telephone and provides you with passwords and other codes as required.

This section describes the features available for your telephone and how to use them.

Use Auto Dial

The **Auto Dial** feature allows the user to press one Feature Key (Auto Dial Key) to dial a specific telephone number automatically. This feature must be enabled by your network administrator.

To use Auto Dial:

1. Lift the **handset**.

AutoDial

2. Press the associated **Auto Dial** Key. This automatically dials the number.

To display the Auto Dial number (M3903 and M3904):

Display

1. Press the **Display** Key.

AutoDial

2. Press the configured **Auto Dial** Key. The number appears on the display.

Note: On the Meridian SL-100, press the **Auto Dial** Key to display the number.

To store an Auto Dial number:

AutoDial

1. Press the **Auto Dial** Key, without lifting the handset.

2. **Dial** the number to be stored on the Auto Dial Key.

AutoDial

3. Press the **Auto Dial** Key again. The number is stored on the key.

Note: To change the key label "AutoDial", select **Change feature key label** from the **Options List** menu. Please see "Change a Feature Key label" on page 17 for detailed instructions.

Make a Call

To make a call from your telephone, use the following procedure:

or

or

or

1. Lift the **handset**.

   or

   Press the **Line** (DN) Key.

   or

   Press the **Handsfree** Key.

   Note: The Handsfree Key must be enabled by the network administrator

   or

   Press the **Headset** Key if you have a headset connected to your telephone (available on the **M3903** and **M3904**).

2. **Dial** the number.

Note: Whenever you see the message "Lift the **handset**." in this guide, you may alternatively press a free Line (DN) Key, the Handsfree Key, or Headset Key (if a headset is connected). You receive a dial tone from each action.

Make a call while on-hook

Leave the handset in the cradle while you dial a number.

To dial on-hook:

1. Press a **Line** (DN) Key.

2. **Dial** the number when you receive a dial tone.

3. Lift the **handset** to speak when the called party answers, or if you are on handsfree, begin to speak.

If the called number is busy:

Press the **Goodbye** Key to release the line.

or

or

Press the **Ring Again** Key.

Redial last number called

The **Last Number Redial** feature allows you to automatically redial the last number you dialed. This feature must be enabled by your network administrator.

To use Last Number Redial:

1. Lift the **handset**.

2. Press a **Line** (DN) Key.

or

or

Press the **Line** (DN) Key twice. The last number you dialed is automatically redialed.

Note: On Meridian SL-100, press the # Key twice.

Use Ring Again

Use the **Ring Again** feature when you dial a number and receive a busy tone or no answer. The Ring Again feature lets you know when the person you dialed is available or has used their telephone. The feature notifies you when to redial your party. The Ring Again feature automatically redials the number.

To use Ring Again:

1. **Dial** a number and receive a busy tone or no answer.

2. Press the **Ring Again** Key.

3. Press the **Goodbye** Key.

or

or

Replace the **handset**.

Note: When the number you want to reach is available, or the person has re-used their set, you hear the Ring Again tone.

4. Lift the **handset**.

5. Press the **Ring Again** Key.

To cancel Ring Again before notification:

Press the **Ring Again** Key a second time.

Use Hot Line

The network administrator can program a **Hot Line** Key that allows you to dial a specific number automatically. The network administrator can apply other features to the Hot Line, such as Call Redirection, so that the Hot Line call is answered by a person—not a mail box.

To use Hot Line:

Press the **Hot Line** Key. The Hot Line Key automatically dials the number.

Note 1: If your main Line (DN) is a Hot Line, lift the handset. The Hot Line Key dials the number automatically.

Note 2: On the Meridian SL-100, the Automatic Line (AUL) feature is the same as the Hot Line feature.

Use Speed Call

The **Speed Call** feature allows you to automatically dial frequently called numbers by entering a one, two, or three digit code. Contact your network administrator to determine the capacity of your Speed Call list.

A telephone designated as a Speed Call Controller can program or edit the Speed Call list. This feature must be enabled by your network administrator.

To store a Speed Call number:

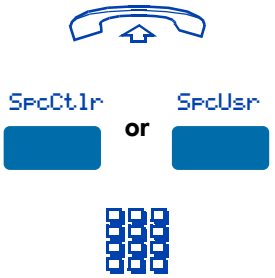
1. Press the **Speed Call Controller** Key. The triangular icon flashes, which indicates it is in programming mode.

2. **Dial** a one, two, or three digit code and associated telephone number when the phone prompts.

Note: Dial the access code (if required) followed by the internal, external, or long-distance telephone number.

3. Press the **Speed Call Controller** Key again to save the code and number. The flashing icon turns off.

To make a Speed Call:



1. Lift the **handset**.
2. Press the **Speed Call Controller** Key or the **Speed Call User** Key.
3. **Dial** the Speed Call code assigned to the telephone number.

Receive a call

When you receive an incoming call, your telephone rings and the LCD indicator ☎ flashes.

To answer a call:

Lift the **handset**.

or

or

Press the **Handsfree** Key located on the left side of the handset.

or

or

Press the flashing **Line** (DN) Key when using a headset.

Place a call on Hold

Use the **Hold** feature when you are on the line with one party and a second call comes in on a second line. You can answer the second call and retain the original call by putting it on hold.

To place a call on hold:

Press the **Hold** Key. The LCD indicator flashes beside the Line (DN) on hold.

Note 1: If Automatic Hold is enabled, the active call is automatically put on hold when you answer the second call. On the Meridian SL-100, Automatic Hold is the default.

Note 2: The caller hears music, if music is configured on your system.

To retrieve a call on hold:

Press the **Line** (DN) Key beside the flashing LCD indicator.

Transfer a call

Use the **Transfer** feature to direct a call to a third party.

or

1. Press the **Transfer** Soft Key (for the **M3903** and **M3904**). The other party is on hold and you receive a dial tone. The LCD indicator lights steadily.
   or
   Press the **Transfer** Fixed Key if using the **M3902**.

2. **Dial** the number where you want to transfer the call.

or

3. Press the **Transfer** Soft Key (for the **M3903** and **M3904**) again, when you hear the ring, or after you talk to the person at the transfer number.
   or
   Press the **Transfer** Fixed Key if you are using the **M3902**.
   The LCD indicator goes from steady on to off.

If the person you attempt to transfer the call to is unavailable:

1. Press the **Goodbye** Key.

2. Press the **Line** (DN) Key next to the LCD indicator, to reconnect to the original call (if the person you called is not available).
   The **LCD indicator** goes from a flashing to a steady on indicator.

Note: On the Meridian SL-100, press the Transfer Key, dial the number, and hang up. If you press the Transfer Key a second time, you get a three-way conference.

Handle multiple calls

Use Call Waiting

The **Call Waiting** feature allows you to put your current call on hold while you answer an incoming call. This feature must be enabled by your network administrator.

To answer an incoming call while on another call:

1. Press the **Hold** Key when you hear the tone. The Call Waiting status icon appears in the display.

2. Press the **Call Wait** Key (**CWait** for **M3902**) to answer the call.

To return to your first telephone call:

1. Press the **Hold** Key, if you want to put the second call on hold.

or

or

Press the **Goodbye** Key to end the second call.

2. Press the **Line** (DN) Key associated with the first call.

Forward calls

The **Call Forward** feature allows you to direct your calls to ring at another Line (DN). If the telephone begins to ring, you cannot forward an incoming call in progress.

To forward all your calls:

1. Press the **Forward** Key.

2. **Dial** the number to which you want to forward your calls.

3. Press the **Forward** Key again.

To change a previous Call Forward number:

1. Press the **Forward** Key.

2. **Dial** the new forward number.

3. Press the **Forward** Key.

To cancel Call Forward:

Press the **Forward** Key.

To reinstate Call Forward to the same number:

Press the **Forward** Key twice.

Additional call features

Use Call Pickup

The **Call Pickup** feature allows you to pick up a call from any telephone in the same Pickup Group or another Pickup Group. This feature must be enabled by your network administrator.

To answer a call in your own Call Pickup Group:

1. Lift the **handset**.

2. Press the **Pickup** Key.

To answer an incoming call in another Call Pickup Group:

1. Lift the **handset**.

2. Press the **Group Pickup** Key.

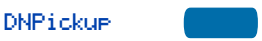
3. **Dial** the Pickup Group number of the telephone that is ringing.

Note 1: The network administrator assigns the Pickup Group code.

Note 2: This feature is not applicable on the Meridian SL-100 system.

To answer a call at a specific extension number within your Pickup Group:

1. Lift the **handset**.



2. Press the **DN Pickup** Key.

Note 1: The Meridian SL-100 uses the Directed Call Pickup Feature Access Code (FAC).

Note 2: If the pickup DN is invalid, you receive an overflow burst tone, and the screen displays `Release and try again`. Press the **Goodbye** Key.

Set up a Conference call

You can set up a **conference** call for three (or six) people (including yourself). Contact your telephone network administrator to determine the maximum number of people your system allows on a conference call, and how to enable this feature.

To set up a conference call:

1. Press the **Conference** Key while you are on a call. The other party is on hold and you receive a dial tone.

2. **Dial** the number of the person you want to add to the conference.

3. Press the **Conference** Key when the person answers. Everyone is able to join the conversation.

If the person you attempt to add to the conference is unavailable:

1. Press the **Goodbye** Key.

2. Press the **Line** (DN) Key with the flashing icon to return to your original call.

Join a call

To connect a call on hold (on a different line) to your current call:

1. Press the **Conference** Key.

2. Press the **Key** that has the caller you want to connect to your current call.

3. Press the **Conference** Key again.

   The person on hold joins your conversation.

Activate Group Listening

The **Group Listening** feature allows others to listen to a call through the speaker while you are speaking through the handset. Group Listening must be enabled by your network administrator. Please refer to "Control Group Listening" on page 26 for instructions on activating the `Group listening` option in the **Options List**.

To engage Group Listening while on a call:

Press the **Handsfree** Key. Everyone hears the caller over the speaker, but the caller only hears what is picked up by the handset.

Note: You must tell the caller that others are listening to the conversation, because the Group Listening feature does not alert them that the conversation is being monitored.

Options List

The **Options List** allows you to customize certain characteristics of your phone. Screen prompts take you step-by-step through procedures and keep you informed on the status of the following settings: Language, Change feature key label, Screen contrast, Volume adjustment, Ring type, Call log options, Live dial pad, Preferred name match, Area code set-up, Call timer enable, Date/time format, Key click enable, Headset port on call, Headset port external alerter and recorder interface, Call indicator light, On hook default path, and Display diagnostics.

To change any option's setting:

1. Press the **Options** Key.

2. Use the **Navigation** Keys to move up or down through the options list.

3. Press the **Select** Key when the desired option is highlighted.
4. Change the option's settings. Refer to the following pages for details. The display also provides you with information to adjust your selection.

5. Press the **Done** Key to save your changes.

or

6. Press the **Quit** Key or **Options** Key to exit.

Note: If you press the **Quit** Key or **Options** Key before you press the **Done** Key, you exit the Options List without saving your changes.

Select a language

The display is available in multiple languages. After you select `Language...` from the **Options List** menu,

1. Use the **Navigation** Keys to highlight the desired language (e.g., German).

`Deutsch`

Select

2. Press the **Select** Key.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Change a Feature Key label

You can change the name on the Programmable Line/Feature Keys (self-labeled). These keys are located on both sides of the top portion of the display area.

To change a Feature Key label:

1. Use the down **Navigation** Key to highlight `Change feature key label`.

`Change feature key label`

Select

2. Press the **Select** Key.

   This action takes you to the **Feature Key** menu and highlights `Change feature key label`.

Select

3. Press the **Select** Key again.

   The prompt asks you to select the key you want to change.

`AutoDial`

4. Press the **Programmable Line/Feature** Key whose label you want to change, (e.g., `AutoDial`).

5. Press the **Dial Pad** Key that is printed with the first letter in your new label. Press the key until the correct character appears.

6. Use the **Case** Key to change the case of the letter, as needed.

7. Press the right **Navigation** Key once to move the cursor (so you can enter the next letter) when the desired letter appears.
8. Repeat steps 5, 6, and 7 until you have changed the entire label.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Note: For a detailed example of using the dial pad to enter text into your M3900 Series telephone, please see "Add a Personal Directory entry" on page 33.

To restore one key label:

1. From the **Feature Key** menu, use the down **Navigation** Key to highlight `Restore one key label`.

2. Press the **Select** Key.

3. Press the **Programmable Line/Feature** Key (self-labeled) that you want to restore to the original label (e.g., `Purchasing`).

Press the **Done** Key to return to the **Options List** menu. Press the **Quit** Key or **Options** Key to exit.

Note: You cannot change the label on the primary DN. You can press the Shift Key, if the label you want to change is on the second layer of the Programmable Line/Feature Keys (self-labeled).

Adjust Screen contrast

The **Screen contrast** option allows you to adjust the contrast of the display on your telephone. After you select `Screen contrast` from the **Options List** menu;

From the **Contrast** screen, press **Lower** to decrease the display contrast level.

or

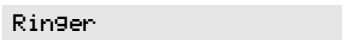
Press **Higher** to increase the display contrast level.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Adjust volume

Note: After you select `Volume adjustment...` from the **Options List** menu, a list of adjustable items for your telephone model appears. It is recommended that you adjust these parameters while you are on a telephone call so that you can judge the impact of the changes your are making.

To adjust the Ringer volume:



1. Select **Ringer** from the **Volume** menu.

2. Press **Lower** to decrease the ringer volume.

or

3. Press **Higher** to increase the ringer volume.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Use the procedure above to adjust the volume on the following items:

`Buzzer`

`Speaker`

`Handset listen`

`Handsfree listen`

`Headset listen`

`Headset talk`

`Headset sidetone`

Note: Headset sidetone (**M3904** only) is the sound of your own voice that you hear in the headset speaker.

Choose Ring type

The **Ring type** option allows you to choose from among the various ringing sounds available for your telephone model. After you select `Ring type...` from the **Options List** menu;

1. Use the **Navigation** Keys to scroll through the list of ring types.

`Ring type 3`

`Play`

2. Press the **Play** Key to sample a ring tone.

`Select`

3. Press the **Select** Key to activate the desired ring type (**M3903** and **M3904**).

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Select Call Log options

Call Log options (on the **M3903** and **M3904**) provides a choice of logging all incoming calls, logging only the unanswered calls, or not logging any calls. The Call Log holds up to 10 different incoming entries for the **M3903** and up to 100 for the **M3904**. After you select `Call log options` from the **Options List** menu;

From the **Log options** menu, use the **Navigation** Keys to highlight and select either:

`Log all calls`

Log all calls

or

`Log unanswered calls`

or
Log unanswered calls

Note: `New call indication` must be set to `On`, if you want Call Log notification.

Press the **Done** Key to save selection. Press the **Quit** Key or **Options** Key to exit.

Use Live dial pad

The **Live dial pad** option (available on the **M3094**) allows you to press any dial pad key to automatically access a dial tone. After you select `Live dial pad` from the **Options List** menu;

From the **Live dialpad** screen, press the **On** Key to turn on Live dial pad.

or

Press the **Off** Key to turn off Live dial pad.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Select Preferred name match

The **Preferred name match** option (available on the **M3904**) displays the names of incoming and outgoing callers as stored in your Personal Directory, if the telephone number matches the one stored in your directory. This option allows you to personalize the displayed names for incoming and outgoing calls. After you select `Preferred name match` from the **Options List** menu;

From the **Name match** screen, press the **On** Key to turn on Preferred name match.

or

Press the **Off** Key to turn off Preferred name match.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Set up area code

Using the Area code set-up option (available on the **M3904**), causes the Callers List and Calling Line ID (CLID) display show the number/extension followed by the area code/prefix in parenthesis. This makes it easier to identify local calls and internal calls. You can define up to three area codes. After you select `Area code set-up` from the **Options List** menu

```
1st Code: 408
2nd Code:
3rd Code:
```

Use the **Navigation** keys to place your cursor in the first line and enter an **area/country code** of your choice.

Note: You can enter up to three codes of your choice.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Enable Call timer

The **Call timer enable** option measures how long you are on each call. After you select `Call timer enable` from the **Options List** menu;

On

or

Off

From the **Call timer** screen, press the **On** Key to turn on the Call timer.

or

Press the **Off** Key to turn off the Call timer.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Select Date/time format

There are eight **Date/time formats**. Four formats are based on the 12 hour clock and four are based on the 24 hour clock. After you select `Date/time format...` from the **Options List** menu;

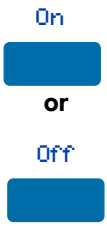
Use the **Navigation** Keys to scroll through the eight formats.

```
Format 3
```

Press the **Done** Key to select the highlighted format. Press the **Quit** Key or **Options** Key to exit.

Enable Key click

The **Key click** option causes the handset or speaker to produce a clicking sound when you press the telephone keys. After you select `Key click enable` from the **Options List** menu;



From the **Key click** screen, press the **On** Key to turn on Key click.

or

Press the **Off** Key to turn off Key click.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Use Headset port on call

The **Headset port on call** option (available on the **M3904**) requires that a lamp-type accessory be connected to the headset port. When the Headset port on call option is activated and the user is on a call, the lamp lights providing an indication that a call is in progress. After you select `Headset port on call` from the **Options List** menu;

From the **On call** screen, press the **On** Key to turn on Headset port on call.

or

Press the **Off** Key to turn off Headset port on call.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Note: Additional equipment is required to implement this option. For more information please contact your Nortel Networks distributor.

Activate Headset port external alerter

When the **Headset port external alerter** option (available on the **M3904**) is activated, it supports a visual or audible alerter and/or recorder device. This device plugs into the Headset port, which is located on the bottom of the telephone. After you select `Headset port ext alerter` from the **Options List** menu;

From the **Ext alerter** screen, press the **On** Key to turn on Headset port external alerter.

or

or

Press the **Off** Key to turn off Headset port external alerter.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Note: Additional equipment is required to implement this option. For more information please contact your Nortel Networks distributor.

Use Call indicator light

You can control the incoming call indicator light (available on the **M3904**). After you select `Call indicator light` from the **Options List** menu;

From the **Indicator** screen, press the **On** Key to turn on Call indicator light.

or

or

Press the **Off** Key to turn off Call indicator light.

Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Set On hook default path

The **On hook default path** option (available on the **M3903** and **M3904**) automatically opens the voice path on either the Headset or on Handsfree when you press a Line (DN) Key. After you select `On hook default path` from the **Options List** menu;

From the **On hook path** menu, use the **Navigation** Keys to highlight and select either:

`Handsfree selected`

Handsfree selected

or

`Headset selected`

or
Headset selected

Press the **Done** Key to save selection. Press the **Quit** Key or **Options** Key to exit.

Display diagnostics

The **Display diagnostics** option tests the functionality of your telephone's display screen and indicator lights. This option also provides information on the firmware currently in use on your M3900 series telephone. After you select `Display diagnostics` from the **Options List** menu;

Use the up or down **Navigation** Keys to scroll through the list and view the changing display screens.

Press the **Done** Key to return to the **Options List** menu. Press the **Quit** Key or **Options** Key to exit.

Control Group Listening

The **Group Listening** feature enables you to talk on the handset to one party while other people listen to the conversation on your telephone's speaker. The network administrator must enable this feature. After you select `Group listening` from the **Options List** menu;

From the **Group listening** screen, press the **On** Key to turn on Group listening.

or

or

Press the **Off** Key to turn off Group listening.

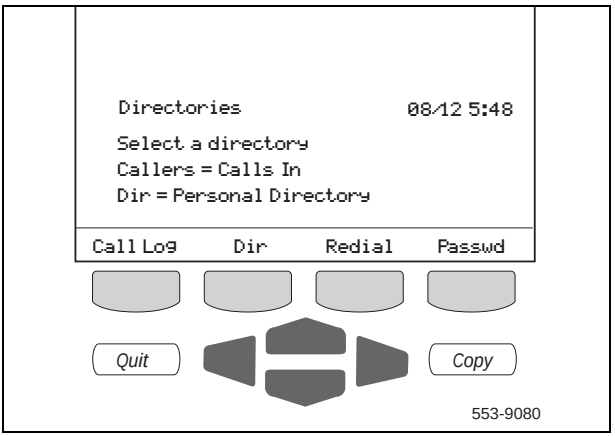
Press the **Done** Key to save changes. Press the **Quit** Key or **Options** Key to exit.

Note 1: The Group listening selection will not appear in the Options List menu of your telephone unless this feature has been activated by your network administrator.

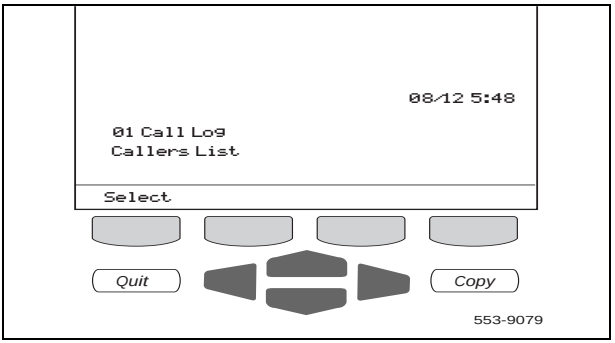
Note 2: This feature does not have a tone to inform the party on the other end of the call that the conversation is being monitored. You must tell the other party that others are listening to the conversation.

Directory display and controls

The **M3904** has a three line display. When you press the **Directory/Log** Key, the following screen appears:



The **M3903** has a one line display. When you press the **Call Log** Key, the following screen appears:



Identify specialized keys

The **Navigation** Keys enable you to scroll through the features and application functions.

The **Copy** Key Copy / copies incoming or outgoing call numbers into your Personal Directory.

The **Quit** Key Quit ends an active application, which does not affect the status of the calls currently on your telephone.

Use Directory password protection

You can password protect your Call Log, Redial list, and Personal Directory.

Note: Password protection is only available on the **M3904**.

To enable password protection:

1. Press the **Directory/Log** Key.

2. From the **Directories** menu, use the **Navigation** Keys to highlight `Password Administration`.

`Password Administration`

3. Press the **Select** Key. The **Passwd Admin** menu appears with `Password enabled: OFF` highlighted.

4. Press the **Select** Key again to select `Password enabled: OFF`.

5. Press the **On** Key to enable password protection.

6. **Dial** the password.

7. Press the **Enter** Key.

8. **Dial** (enter) the password again to confirm your password.

9. Press the **Enter** Key.

Press the **Done** Key to save changes. Press the **Quit** Key or **Directory/Log** Key to exit.

To disable Personal Directory password:

1. Press the **Directory/Log** Key.

2. **Dial** the password.

3. Press the **Enter** Key.

4. Use the **Navigation** Keys to highlight **Password Administration**.

5. Press the **Select** Key. The **Passwd Admin** menu appears with Password enabled: ON highlighted.

6. Press the **Select** Key again to select Password enabled: ON.

7. Press the **Off** Key to disable password protection.

Press the **Done** Key to save changes. Press the **Quit** Key or **Directory/Log** Key to exit.

Manage Call Log

The **Call Log** records the name and number of incoming and outgoing calls and can be password protected on the **M3904**. You can activate Call Log to record all calls, record only the unanswered calls, or record no incoming calls.

The **Callers List** stores incoming calls, and the **Redial List** stores outgoing calls in order of date and time received/made. The oldest call is stored at the top of the list. The newest call is stored at the bottom of the list.

The **M3904** Call log list holds up to 100 entries for incoming and 20 entries for outgoing calls. The **M3904** can copy a number from the Callers List or Redial List and store it in the Personal Directory.

The **M3903** Call log list holds up to 10 entries for incoming and 5 entries for outgoing calls.

Use the Callers List

To access your Callers List:

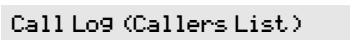
1. Press the **Directory/Log** Key on the **M3904**.

or

or

Press the **Call Log** Key on the **M3903**.

2. Use the **Navigation** Keys to highlight `Call Log (Callers List)`.



3. Press the **Select** Key.

4. Press the **New** Key to go to the top of the new calls list.

or

or

Press the **Old** Key to go to the top of the old calls list.

To make a call from the Callers List:

1. Use the **Navigation** Keys to scroll through the Callers List and highlight the number you want to call.

Note: If you are calling an external or long distance number, you will need to edit the number to add the access codes required by your system to make an external or long distance call.

2. Press the **Dial** Key to call the number selected. You leave the Callers List when you make the call.

To exit the Callers List without making a call:

Press the **Quit** Key

or

or

Directory/Log Key (M3904)

or

or

Call Log Key (M3903)

Use the Redial List

The **Redial List** records your last twenty (**M3904**) or five (**M3903**) outgoing calls and can be password protected (**M3904**). On the **M3904**, you can copy these numbers to your Personal Directory.

To access your Redial List:

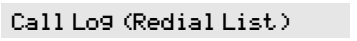
1. Press the **Directory/Log** Key on the **M3904**.

or

or

Press the **Call Log** Key on the **M3903**.

2. Use the **Navigation** Keys to highlight `Call Log (Redial List)`.



3. Press **Select**.

4. Use the **Navigation** Keys to scroll through the Redial List and highlight the number you want to call.

Note: If you are calling an external or long distance number, be sure that the appropriate access codes are included.

5. Press the **Dial** Key. Your call is automatically dialed and you exit the Redial list.

Use the Personal Directory

The **M3904** Personal Directory provides a personalized directory of names and telephone numbers. The Personal Directory allows you to add, delete, search, and edit entries and can be password protected. The Personal Directory holds up to 100 entries (an entry is one name and one telephone number). You can add a directory entry by copying the entry from your Callers List or Redial List. You can also add entries with the "Add New" Key or by using the Personal Directory PC Utility application. The Personal Directory PC Utility uses an accessory cartridge to connect your PC and your **M3904** telephone. You can create a directory on your Personal Computer and transfer it to your **M3904** telephone.

Access the Personal Directory

1. Press the **Directory/Log** Key.

2. Press the **Select** Key in the **Directories** menu to select Personal Directory.

Add a Personal Directory entry

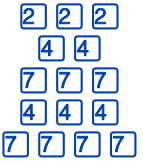
After accessing your Personal Directory:

1. Press the **Add New** Key.

2. **Dial** the new name.

Example:
To enter the name Chris:

1. **Dial** the name using the key pad.



2. Press the dial pad **key** with the desired letter repeatedly until that letter appears on the display.
3. Press the **right arrow** key to go to the next letter.

Note: The cursor automatically advances to the next position, if a different-from-last key is pressed, or after a short pause.

4. Press the **Next** Key.

To enter the number:

1. Use the **dial pad** to enter the telephone number associated with the name entered above.

Note: If you are adding an external or long distance number, be sure to include the access codes required by your system to make an external or long distance call.

2. When you have finished entering all of the digits, press the **Done** Key to save the changes.

or

3. Press the **Quit** Key or the **Directory/Log** Key to exit.

Add an incoming call

1. Press the **Copy** Key. The displays shows the message **Copy to?**.

2. Press the **Directory** Key.

3. Press the **Next** Key to copy the incoming call without editing the name. Edit the number,if required (see note for step 4), and go to step 6.

or

Press the **Clear** Key to make changes to the name before saving. Add the name using the **dial pad**, **Delete**, and **Case** Keys as needed.

4. Press the **Next** Key. Make changes to the telephone number if required

Note: If you are copying an external or long distance number, be sure to add the access codes required by your system to make an external or long distance call.

5. Press the **Done** Key to save the entry in your directory.

or

6. Press the **Quit** Key or the **Directory/Log** Key to exit.

Note: You can edit the name or number before or after you save to the directory.

Delete or edit a Personal Directory entry

To delete a Personal Directory entry:

1. Use the **Navigation** Keys to highlight the entry you want to edit or delete.

2. Press the **Delete** Key to delete the currently highlighted entry in your Personal Directory.

3. Press the **Yes** Key to confirm the deletion.

To edit a Personal Directory entry:

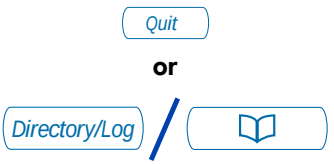
1. Press the **Edit** Key to change the telephone number or name.

2. Use the **Navigation** Keys to highlight the character you want to change.

3. Use the **dial pad** to enter the desired changes. Refer to"Add a Personal Directory entry" on page 33 for an example of how to use the dial pad to enter names.

4. Press the **Next** Key. Edit the number if necessary.

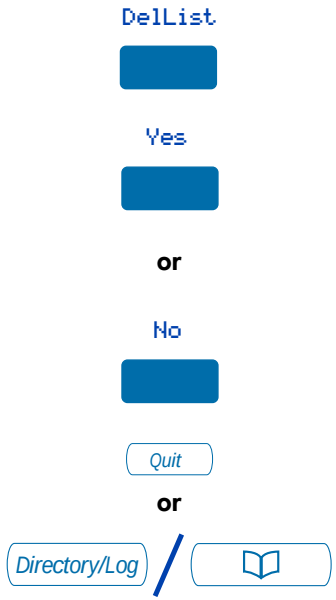
5. Press the **Done** Key to save the changes.



6. Press the **Quit** Key or the **Directory/Log** Key to exit.

Delete your Personal Directory

To delete your Personal Directory:



1. Press the **Delete List** Key. The message `Delete all entries?` appears.

2. Press the **Yes** Key if you want to delete all the entries in your Personal Directory.

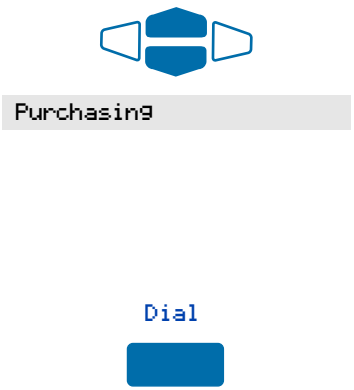
   or

   Press the **No** Key if you want to return to the top of the Personal Directory with no changes made.

3. Press the **Quit** Key or the **Directory/Log** Key to exit.

Use the Personal Directory to make a call

To use the Personal Directory to make a call:



1. Use the up or down **Navigation** Keys to highlight the desired name or number.

Note: If you are dialing an external or long distance number, be sure that your directory entry includes the access codes required by your system to make an external or long distance call.

2. Press the **Dial** Key.

Use Card View

The **Card View** feature provides additional information about the Personal Directory entry.

To look at the Card View:

1. Highlight the **name**.
2. Press the right **Navigation** Key.

To dial from Card View:

1. Use the **Navigation** Keys to show the name and number of the currently selected entry in the Card View.

Note: If you are dialing an external or long distance number, be sure that your directory entry includes the access codes required by your system to make an external or long distance call.

2. Press the **Dial** Key to place the call.

To exit Card View:

1. Press the left **Navigator** Key to leave the Card View and return to the selected name.

Search for an entry

You can search for a particular entry in your Personal Directory.

To search for an entry:

1. Use the **Navigation** Keys to scroll through the **Directories** menu and highlight Personal Directory.

2. Press the **Select** Key.

3. Use the **dial pad** to enter the first letter of the name your are seeking. For example, press 2 twice to go to the first entry that begins with the letter "B".

Copy a number from the Redial List

You can copy a number from the Redial List to the Personal Directory.

To copy a number from the Redial List:

1. Use the **Navigation** Keys to highlight the name and number in your Redial List that you want to copy to your Personal Directory.

2. Press the **Copy** Key.

3. Press the **Directory** Key when the prompt asks `Copy to?`

4. Press the **Next** Key to copy the incoming call without editing the name. Edit the number, if required (see note for step 5), and go to step 6.

or

Press the **Clear** Key to make changes to the name before saving. Add the name using the **dial pad**, **Delete**, and **Case** Keys as needed.

5. Press the **Next** Key. Make changes to the telephone number, if required

Note: If you are copying an external or long distance number, be sure that your directory entry includes the access codes required by your system to make an external or long distance call.

6. Press the **Done** Key. The entry is saved to your Personal Directory and you are returned to the Redial List.

Secure your telephone

You can lock your telephone with a password to prevent unauthorized use of your telephone. ***Note:*** The Meridian SL-100 does not support this feature.

To lock your telephone:

1. Lift the **handset**.

2. **Dial** the Lock Flexible Feature Code (FFC) and your Electronic Lock Password.

Note: If you perform this operation from someone else's telephone, dial your Line (DN).

3. Press the **Goodbye** Key.

To unlock your telephone:

1. Lift the **handset**.

2. **Dial** the Unlock Flexible Feature Code (FFC) and your Electronic Lock Password.

Note: If you perform this operation from someone else's telephone, dial your Line (DN).

3. Press the **Goodbye** Key.

To change your password:

1. Lift the **handset**.

2. **Dial** the Password Change Flexible Feature Code (FFC) and your current password. **Dial** your new password twice (for verification).

3. Press the **Goodbye** Key.

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